



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
HAZARD MITIGATION SECTION  
POST OFFICE BOX 419023  
RANCHO CORDOVA, CALIFORNIA 95741-9023  
PHONE: (916) 845-8150 FAX: (916) 845-8386**



**SAMPLE LETTER SENT BY OES TO CITIES, SPECIAL DISTRICTS & OTHER LOCAL GOVERNMENTS**

**TO:** Local California Government, Council or Board Chair (City, Special District, Other Jurisdictions)  
**VIA:** Local/County Office of Emergency Services or Emergency Management  
**SUBJECT:** Letter of Intent to develop a Local Hazard Mitigation Plan (LHMP)

This notice is being sent to ensure that all California local governments, (counties, cities, special districts and other local government jurisdictions), are aware that mitigation project funding is at risk due to the changes in federal, pre-disaster mitigation planning requirements. These new requirements are in accordance with the Disaster Mitigation Act of 2000. In addition, this notice requests a signed letter of intent to develop a LHMP (Enclosure 1), from each local government jurisdiction.

As you may be aware, the Disaster Mitigation Act of 2000 (DMA 2000) (Public Law 106-390) amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Act) by repealing the previous mitigation planning section (Section 409) and replacing it with Section 322. To implement the DMA 2000 planning requirements, the Federal Emergency Management Agency (FEMA) published Interim Final Rules (IFRs) in the Federal Register on February 26, 2002 and October 1, 2002. These IFRs established the mitigation planning requirements for local governments and required that in order to remain eligible to receive federal funding for both pre-disaster and post-disaster mitigation project funding, a local government must, by November 1, 2004, have a FEMA approved LHMP written in accordance with Section 322 of the Act. Plans approved after November 1, 2004 will restore eligibility.

Local governments without an approved LHMP will not be eligible to receive Hazard Mitigation Grant Program (HMGP) project grants for disasters declared after November 1, 2004. Also affected by the November 1, 2004 date will be future mitigation project funding awarded through the Flood Mitigation Assistance (FMA) program, the Pre-Disaster Mitigation (PDM) grant programs, and the U.S. Small Business Administration's (SBA) low-interest, pre-disaster, small business loan program. To further emphasize the type of funding that is at risk after November 1, 2004, please contact OES for a listing, by county, of federal HMGP funds that have been awarded for mitigation project grants since 1989.

Since March 2003, OES has been providing information and holding LHMP development workshops in order to provide guidance, resources and training to local governments. Please contact OES to receive a listing of future workshops or presentations which may be scheduled within your Mutual Aid Region.

The Department of Homeland Security (DHS), through FEMA, has requested that OES assess and report local government participation in California's LHMP program. Please complete the enclosed Letter of Intent, Enclosure 1, and FAX it to the OES Hazard Mitigation Section, Hazard Identification & Analysis Unit at (916) 845-8385 or 845-8386.

**We request a response from your city/special district/other jurisdiction** on Enclosure 1, as soon as possible. Please note that local governments choosing not to respond to this notice will be designated, in our report to DHS, as "non-participating," local governments.

For further information regarding California's LHMP Program, or to obtain a copy of any of the reference documents listed below, please contact Mr. Ken Worman, LHMP Program Manager, or Mr. Frank Hauck, LHMP Program Coordinator, at (916) 845-8150. Frank's e-mail address is [Frank.Hauck@oes.ca.gov](mailto:Frank.Hauck@oes.ca.gov).

Sincerely,

OES Deputy Director

Enclosures:

1. City/Special District/Other Jurisdiction's Letter Of Intent To Develop A Local Hazard Mitigation Plan